

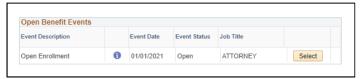


IT'S YOUR CHOICE OPEN ENROLLMENT PERIOD IS SEPTEMBER 28, – OCTOBER 23, 2020. ALL ELECTIONS MADE DURING THIS PERIOD ARE EFFECTIVE JANUARY 1, 2021.

This guide will show you how to make your 2021 benefit elections through STAR eBenefits. If you have questions, please contact your agency payroll and benefits office.

Enrolling in Benefits

- Go to the STAR self-service landing page: https://ess.wi.gov
- Click on the Open Enrollment Tile to access eBenefits, as well as OE Enrollment resources.
- This will bring you to the Enrollment Landing Page. Review the material on this page and click on the Select button to start the enrollment process.

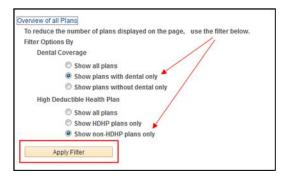


 You will see the Open Enrollment Summary Page. Only benefit plans that have an open enrollment will be displayed on this page. If you are currently enrolled in any of the plans, your current benefit election will also display.



Updating/Selecting a Plan

- 5. To enroll in a benefit plan, click **Edit** next to the plan you want to update for 2021.
- 6. On the health insurance page, you can turn on a filter to reduce the number of plans that appear on the page. Click the radio button next to the types of plans you would like to see and click **Apply Filter.**



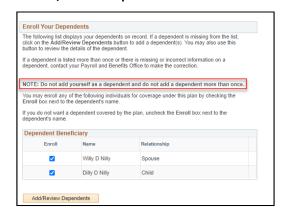
 Enrollment options for that plan will display. To select a plan, click on the radio button next to the plan name. If you want to Waive coverage, scroll to the bottom of the page, and click the radio button next to the Waive option.



Adding Dependents

When you make a benefit election, you do not pick the coverage level (ex. single, family...). The system will determine the correct coverage level when/if you enroll dependents in the plan.

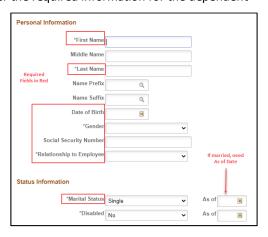
- Once you make your plan selection, scroll down to the bottom of the page to add your dependents.
 - → If your dependent(s) is listed, do NOT add them again. Do not add yourself as a dependent.
- 9. Click on Add/Review Dependents



10. On the next screen, click on Add a dependent or beneficiary



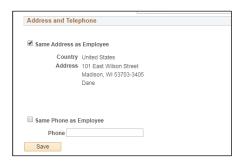
11. Enter the required information for the dependent







12. If the dependent's address and phone are the same as the employee's, click on the applicable checkbox. If different, enter the address and/or phone number.



- Review the information on the new dependent. Scroll down and click SAVE to add the dependent and click Ok.
- 14. Repeat steps 10-13 if you have additional dependents to
- When all dependents are entered, click Return to Event Selection.

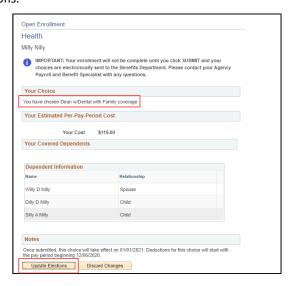


16. Once you have made your selection on the page, scroll to the bottom of the page and check the Enroll box next to the dependents you want to enroll and click Update and Continue. (NOTE: if you no longer want to cover a dependent, uncheck the box next to their name). If you do not want to save your changes, click Discard Changes.



REMINDER – if you enroll in family health insurance, you are required to cover all eligible family members. For the dental and vision plans, there is no requirement to cover all family members if you elect family coverage.

17. When you click **Update and Continue**, you will be brought to a page that confirms your election. Review this information for accuracy and click **Update Elections**. This will save your elections.



18. You will be brought back to the **Enrollment Summary Page**. You will see your election next to "New".



Submitting Elections

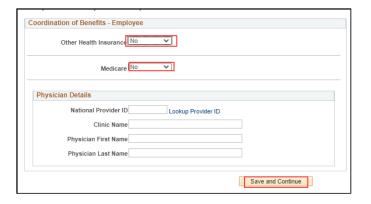
- 19. Continue making your benefit elections by clicking **Edit** next to the plan and select your election.
- 20. Once you have made all your elections, scroll to the bottom of the Enrollment Summary page, and click Save and Continue to begin the submission process.







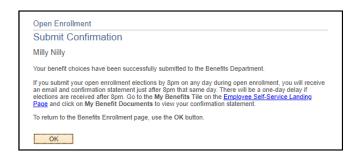
21. If you enrolled in health insurance, you will be required to indicate if you have Other Health Insurance or Medicare. If you answer "Yes", complete the requested information about the plan if available. You may also enter your clinic or primary care physician on this page, but it is not required. If you click on Lookup Provider ID, you can also find the National Provider ID for your clinic or doctor.



- 22. Click Save and Continue.
- 23. Once you save your elections, you are taken to the Submit Benefits Choices Page. You MUST click the Submit button on this page to submit your final elections.

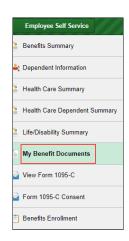


24. After you click **Submit**, you will be taken to the Submit Confirmation Page. This confirms that your elections have been submitted.

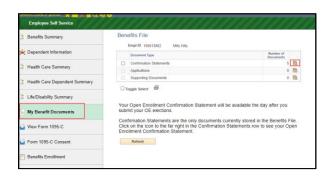


Reviewing Your Confirmation Statement

- 1. If you submit your open enrollment elections by 8pm on any day during open enrollment, you will receive a confirmation statement the following day. There will be a one-day delay if elections are received after 8pm.
- 2. Go to the STAR self-service landing page.
- Click on the My Benefits Tile. Click on My Benefits Documents.



4. Click on the icon to the right of the Confirmation Statement.



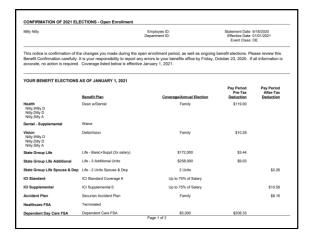




Then click on icon to view documents.



6. Your confirmation statement will show ALL your benefits as of January 1, 2021. It will confirm your Open Enrollment elections and show any ongoing benefits.



7. You will receive a confirmation statement each time you submit your Open Enrollment elections (if you submit your elections more than once during Open Enrollment). The most recent confirmation statement will be on top of the page.

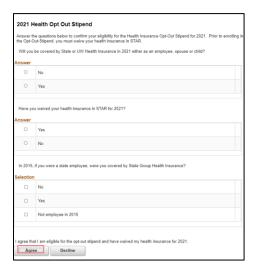
Applying for the Health Insurance Opt-Out Stipend

 You will need to Waive your health insurance first by scrolling to the bottom of the health elections and selecting Waive. Click on Update and Continue.



- Click on Update Elections.
- 3. On the Enrollment Summary Page, click **Edit** to the right of the Opt Out Stipend.

 You will need to answer the Opt Out Stipend Validation questions to confirm your eligibility. Once you have answered the questions, click on Agree.



 You will then have to select the radio button next to Health Opt Out Stipend to enroll. Click on Update and Continue.



- 6. Continue making your benefit elections by clicking **Edit** next to the plan and enter your election.
- Once you have made all your elections, scroll to the bottom of the Enrollment Summary page, and click Save and Continue to begin the submission process.
- 8. To complete the submission process please refer to steps 23 & 24 in the Submitting Elections section.

2021 Open Enrollment Resources

- 2021 It's Your Choice Website
- 2021 It's Your Choice Decision Guide
- 2021 Important Changes
- Health Plan Search
- ALEX Your Virtual Benefits Counselor
- Open Enrollment emails will be sent via STAR from:
 OpenEnrollmentDoNotReply@wisconsin.gov